

# Mary M. Johnson

*Clerk Circuit Court & County Court*

*Santa Rosa County*

**MILTON, FLORIDA 32572-0472**

**William Wade Burroughs, CFE**  
**Internal Auditor**  
**6495 Caroline Street, Suite B**  
**Milton, FL 32570-4592**

**Telephone: (850) 983-1955**  
**Fax: (850) 983-1985**  
**Email: burroughsw@flcjn.net**

## MEMORANDUM

**DATE:** November 27, 2012

**TO:** Mary Johnson, Clerk of Court

**FROM:** Wade Burroughs, Internal Auditor

**CC:** Allentown Volunteer Fire Department  
Hunter Walker, County Administrator  
Michael Burton, Financial Services Administrator/Fiscal

**SUBJECT:** Allentown Volunteer Fire Department Review

The Allentown Volunteer Fire Department was included in the Santa Rosa County Fire Protection Municipal Service Benefit Unit on May 24, 1990 in accordance with County Ordinance 90-23.

This review covers a twelve (12) month time frame beginning October 1, 2011 and ending September 30, 2012.

- The department utilized all funds received from the County pursuant to the budget approved by the County.
- The department submitted to the County proof of all expenditures for the 11-12 fiscal year and the bank account was reconciled monthly on a timely basis.
- Checks numbered 3227 – 3460 were issued during the 11-12 fiscal year and have been accounted for in this review. Proof of invoice was provided for all checks.
- All County MSBU disbursements were direct deposited in the Allentown Volunteer Fire Department money market account by Board Finance. This review revealed the records are properly maintained and expenditures are supported by underlying documentation.

This review is strictly to determine the financial compliance of the department with regards to the MSBU funds received from Santa Rosa County, payable to the department. It does not imply or intend to cover or comment upon any other covenants. Work papers are available for further review.